NON-SUPERVISORY TRAINING APPLICATION

1. Request approval from supervisor or authorizing signature.
2. Complete **one application for one block** of core courses.
3. Applications should be interoffice-mailed to **SPCC Bldg Government Center 21st floor ATTN Marcela Diaz, or faxed to 305-375-4138.**
4. Incomplete applications will be returned to employee.
5. **48 hours advance notice is required to cancel a class.**
6. All applications will be **confirmed prior to the class.**

Last Name   First Name

Social Security Number

Department/Division/Locator # (DDL)

Work Address

Work phone Number, Beeper or E-mail

Current Classification

INDEX CODE (letters and numbers):
Application(s) missing the department's index code **WILL NOT** be processed.

NON SUPERVISORY COURSES

(Class)   (Date)

- **CSCN** _____ **Customer Service & Communication**
- **IMEN** _____ **Interviewing Made Easy**
- **TMSN** _____ **Time Management Skills**
- **VCDN** _____ **Valuing Cultural Diversity**
- **VIWN** _____ **Violence in the Workplace**
- **STMN** _____ **Stress Management**
- **ETHN** _____ **Ethics**
- **KYCG** _____ **Know Your County Government**
- **HIPAA** _____ **Health Insurance Portability & Acct Act**

_____ (____)
Immediate Supervisor's Name and Phone Number

Course Fee(s): $ 50.00 per class

_____   _____
Supervisor's or Authorizing Signature   Approval Date

Classes will be held in the **Stephen P. Clark Center, Rooms 18-A and 18-B**, unless otherwise indicated on the schedule. There will be a sign near the west elevators on the 18th floor assigning room locations.

Applicants who arrive 15 minutes or later to class will be asked to reschedule the class.